

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PARK OPERATIONS & MANAGEMENT (O&M)

DATE: FEBRUARY 26, 2013

COMMITTEE MEMBERS PRESENT: OTHERS PRESENT:

SUPERVISORS MONROE
MERLINO
KENNY
DICKINSON

ROBERT BLAIS, MAYOR OF THE VILLAGE OF LAKE GEORGE
JEFFERY TENNYSON, SUPERINTENDENT OF THE DEPARTMENT OF PUBLIC WORKS
JOANN MCKINSTRY, ASSISTANT TO THE COUNTY ADMINISTRATOR
MARTIN AUFFREDOU, COUNTY ATTORNEY
AMANDA ALLEN, DEPUTY CLERK OF THE BOARD
FRANK E. THOMAS, BUDGET OFFICER
SUPERVISORS CONOVER
MASON
STRAINER
TAYLOR
DAVID HARRINGTON, SUPERINTENDENT OF PUBLIC WORKS, VILLAGE OF LAKE
GEORGE
MICHAEL CONSUELO, EXECUTIVE DIRECTOR OF THE LAKE GEORGE CHAMBER
OF COMMERCE
PAM FISHER, OUTREACH COORDINATOR, SOUTHERN ADIRONDACK TOBACCO-
FREE COALITION
DON LEHMAN, *THE POST STAR*
CHARLENE DiRESTA, SR. LEGISLATIVE OFFICE SPECIALIST

Mr. Monroe called the meeting of the Park Operations & Management (O&M) Committee to order at 10:51 a.m.

Motion was made by Mr. Kenny, seconded by Mr. Merlino and carried unanimously to approve the minutes of the December 10, 2012 Committee meeting, subject to correction by the Clerk of the Board.

Copies of the agenda packet were distributed to the Committee members; *a copy of the agenda packet is on file with the minutes.*

Privilege of the floor was extended to Robert Blais, Mayor of the Village of Lake George, who distributed draft versions of the Park Rules and Park Use Permit to the Committee members; *copies of same are on file with the minutes.*

Pertaining to the draft Park Use Permit, Mayor Blais commented the County's Facility Use Permit had been used as a guideline. He said the Park Rules would be added to the existing local laws of the Village as an amendment to Chapter 148, Parks & Recreation, and would cover the entire Charles R. Wood Environmental Park including the Festival Space and Skateboard Park. He requested the assistance of Martin Auffredou, County Attorney, in any possible revisions to the draft documents. Concerning the Skateboard Park, Mayor Blais advised he had obtained the Park Rules of four different communities who had skateboard parks to assist in this area. He added the Park Rules for the Skateboard Park mimicked the rules for the City of Saratoga Spring's Skateboard Park. He mentioned it was still undecided if the Charles R. Wood Environmental Park would be designated as a tobacco-free area. He requested Pam Fisher, Outreach Coordinator for the Southern Adirondack Tobacco-Free Coalition, to speak on the concept of a tobacco-free park.

Ms. Fisher said she was pleased the Committee was considering the designation of the Park as a tobacco-free zone and she offered her assistance in the decision making process. She stated that

removing the behavior from the sight of young children helped to prevent them from smoking. She said the Southern Adirondack Tobacco-Free Coalition was funded by the New York State Department of Health and could assist with the necessary signage if the Park was designated as a tobacco-free zone.

Mr. Monroe asked if the Town would adopt the same regulations as the Village and Mr. Dickinson replied affirmatively. Mr. Monroe asked if it would be necessary for the County to adopt the regulations, as well and Mr. Auffredou replied in the negative. Mr. Dickinson inquired about making the Parking Lot a tobacco-free zone and a discussion ensued pertaining to this topic in which Jeffery Tennyson, Superintendent of the Department of Public Works (DPW), voiced his concern that if the Parking Lot was made a tobacco-free zone, it could cause a safety issue as smokers would then stand on the shoulder of the highway or Route 9 in order to smoke.

Mr. Auffredou asked if there was a procedure in place pertaining to the submission and approval of Park Use Permits. He said the designation as a tobacco-free zone was a Village and Town of Lake George issue and the County role was geared more towards use of the Festival Space. He stated it was necessary to determine the hours of use and the usage fees in order to allow for enforcement of the rules and regulations. Mr. Tennyson asked if the proposed rules included the Festival Space and Mayor Blais replied the Festival Space had been included in a separate section, as it might be necessary to waive certain rules for some events (ie. the prohibition of motorized vehicles would be waived for snowmobile events or Americade). Mayor Blais pointed out the section on the Festival Space called for applications to be submitted 60 days in advance and be accompanied by the required certificate of insurance and usage fee. A brief discussion ensued.

In answer to Mr. Auffredou's question concerning a procedure for submission and approval of Park Use Permits, Mr. Tennyson explained his original concept for the Park O & M Committee was that they would have the authority to accept and approve applications without further approval. He added the Committee had become an official County Committee which required further approval by the full Board of Supervisors. Mayor Blais informed of six applications for usage received by the Village of Lake George for Fall of 2013. He said the lack of an official procedure made it impossible to give the organizations a definitive answer in a timely manner. He acknowledged the Festival Space would not be completed prior to the Big Apple Circus event which was beneficial to the operation of the Circus. Mr. Tennyson advised the Gaslight Village Ad Hoc Committee had decided to allow the Big Apple Circus to use the Festival Space and commence construction immediately following the event; therefore, he added, no other events would be able to be held on the site during the Fall. Mayor Blais explained the current process for submission and approval of use was cumbersome and he suggested a representative be appointed from each entity and be given the authority to approve usage of the property. Mr. Monroe recommended the adoption of a delegation resolution from the Town, Village and County to allow the representatives to act as delegates in these matters. Mayor Blais pointed out another issue was the lack of a fee structure. Mr. Auffredou stated that currently every event held on the property was approved by the County Board of Supervisors and he suggested the Board adopt a resolution to delegate authority to the Park O & M Committee. He added the Park O & M Committee could then delegate authority to a particular person or persons. Mr. Monroe noted the events also required approval by the Town and Village Boards which meant delegation resolutions would be needed from all three entities. A discussion ensued.

In reference to a fee structure for use of the Festival Space, Mr. Tennyson stated many of the new events asked for a low fee or to waive the fee. Mr. Auffredou suggested the adoption of a standard fee schedule which gave the Park O & M Committee the authority to waive or lower the fee at their discretion on a case by case basis. Mayor Blais commented the standard fee schedule was necessary

prior to the development of a marketing brochure. Mr. Tennyson suggested reviewing the past events and the fees charged to determine the established precedence. He added the fees could be adjusted based on the level of burden or need for support for each event. Mayor Blais pointed out the Big Apple Circus was charged \$8,000 for 17 days while the East Coast Sno Cross event was charged \$1,000 for a one day event. He suggested a separate rate structure for winter use as opposed to summer use. Mr. Monroe commented the intention was that the Festival Space would eventually operate without the need for tax dollars and the fee structure should be based on the cost of operations.

Mayor Blais informed of an application for use for June 14, 15 and 16, 2013 by a power boat racing association which would involve closing a section of Beach Road and the Beach Road Parking Lot and he outlined the details of the proposed event. In response to a question, Mr. Tennyson replied the closing of Beach Road would be a discussion for the Public Works Committee due to the current Beach Road Construction Project. He added he would need specific information on the section of Beach Road in question and the times required for the closing of the road. He said the contractor would need to be contacted to determine the impact to the construction schedule. He stated if the section of road to be closed was limited to the area between West Brook Road and the Dog Beach there would be no issue. David Harrington, Superintendent of Public Works for the Village of Lake George, pointed out the area in question was from Canada Street to the end of the Beach Road Parking Lot. He added it would be possible to keep the Parking Lot open and allow for one way traffic. A discussion ensued following which it was the consensus of the Committee that they were in favor of the event pending Lake George Park Commission approval.

Mr. Auffredou stated the only issue which pertained to the Park O & M Committee would be the approval of the use of the Festival Space as a staging area for the power boat racing event. Mayor Blais informed of a proposed Save the Lake Festival to be held on the second or third weekend in September which would also require the closing of Beach Road and the use of the Festival Space. He said the purpose of the Festival would be to raise money for invasive species control efforts. Mr. Tennyson pointed out the Festival Space might be under construction during that time period and suggested the use of the parking lot area. Mayor Blais noted they would work within the available space and in the meantime, he requested the proposal for the closure of Beach Road for the event be presented to the Public Works Committee.

Motion was made by Mr. Dickinson, seconded by Mr. Kenny and carried unanimously to authorize use of the Festival Space as a staging area for a power boat racing event being considered for June of 2013 contingent on the approval of the Lake George Park Commission. *The necessary resolution was authorized for the March 15, 2013 Board meeting.*

Mayor Blais requested the Committee to direct Mr. Tennyson and Mr. Harrington to develop a park maintenance schedule and estimated budget for maintenance of the Park. Mr. Tennyson questioned the level of maintenance that would be required in the winter months and Mayor Blais replied the hope was that there would be events held on the Festival Space throughout the year. It was the consensus of the Committee to task Messrs. Harrington and Tennyson with developing a park maintenance schedule and estimated maintenance budget for the Park.

Mayor Blais said a budget for Park signage was necessary and he commented one of the first things that event coordinators asked about was the signage. He said signs should be erected on Route 9 and Beach Road and he noted there was no grant funding available to cover this expense. He referred to the new LED sign which had been erected at Shepard Park and suggested something similar as welcome messages could be included for each event. In answer to the question pertaining to the estimated cost, Mayor Blais replied the LED sign at Shepard Park had cost \$10,000 not

including the stone foundation in which the LED sign was mounted. Mr. Auffredou pointed out the agreement with the Charles R. Wood Foundation required appropriate signage for the Charles R. Wood Environmental Park. Following a brief discussion, it was the consensus of the Committee that Messrs. Harrington and Tennyson should include the estimated cost of signage in the maintenance budget for the Park.

Mr. Harrington recommended a small group work on the Park Rules and Park Use Permit to be discussed at a future meeting. Mr. Monroe added the fee structure should be included, as well and he suggested Mayor Blais, Mr. Harrington, Mr. Tennyson and himself work on revisions to the draft Park Rules and Park Use Permit, as well as a Fee Schedule. Mr. Auffredou offered his assistance to these efforts.

Michael Consuelo, Executive Director of the Lake George Chamber of Commerce, expressed the importance of the completion of the marketing brochure as a tool to assist in promoting the Festival Space to event planners at the trade shows. He added it was also important to have some idea of the anticipated date of completion for the Festival Space, as most events booked locations well in advance. He noted the Fee Structure would also be a vital piece of information in promoting the Festival Space. Mr. Monroe asked if the anticipated completion date for the Festival Space was Spring of 2014 and Mr. Tennyson replied completion was anticipated sometime between Memorial Day and mid to late June of 2014. Mr. Merlino suggested Mr. Consuelo meet with himself and Kate Johnson, Tourism Director, to discuss the possible production of a temporary marketing brochure. Mayor Blais said the three quotes obtained for brochure production ranged between \$3,500 and \$7,000. A brief discussion ensued.

Mr. Kenny exited the Committee meeting at 12:05 pm.

Pertaining to the 2011 and 2012 invoices for operating expenses submitted by the Village of Lake George, Mayor Blais stated he had included the invoices to assist in determining the fee structure by allowing the Committee to review expenses associated with the operation. Mr. Monroe asked if the invoices had been submitted for reimbursement prior to this meeting and Mayor Blais replied in the negative. Mr. Merlino questioned the difference in the hourly rates for the parking attendants and Mr. Harrington replied that some of the parking attendants were paid at overtime rates due to the fact that they had already worked a 40 hour week.

Following a brief discussion, motion was made by Mr. Merlino, seconded by Mr. Dickinson and carried unanimously to approve the reimbursement of invoices submitted by the Village of Lake George with the source of funding to be a transfer from Code A.691.07, Deferred Revenue, Gaslight Village Parking Fees. *The necessary resolution was authorized for the March 15, 2013 Board meeting.*

Mr. Auffredou stated the Conservation Easement required an Annual Baseline Conditions Report and he requested a resolution to authorize the Chairman of the Board to sign same. He added the documents had been prepared by the Lake George Land Conservancy and recited the current conditions and state of use of the Conservation Easement.

Motion was made by Mr. Dickinson, seconded by Mr. Merlino and carried unanimously to authorize the Chairman of the Board of Supervisors to sign documents relating to the Annual Baseline Conditions Report as required by the Conservation Easement. *The necessary resolution was authorized for the March 15, 2013 Board meeting.*

Mr. Merlino exited the meeting at 12:16 p.m.

Mr. Monroe asked about the status of the land swap and Mr. Auffredou responded they were awaiting final signatures. Mr. Auffredou added the delay was caused by the need of one of the land owners to obtain approval from a lender. He said he believed the closing date for the land swap was anticipated for mid-April. Mayor Blais agreed the delay was caused by the refinancing of one of the land owners. Mr. Auffredou stated that all of the necessary paperwork had been completed and once the lender approved, the closing would move forward. Mr. Monroe commented the completion of the land swap had been critical to the Big Apple Circus for 2013 and Mayor Blais agreed and added the Circus had requested a pathway from the Beach Road to the Big Top area.

As there was no further business to come before the Park Operations & Management (O & M) Committee, on motion made by Mr. Dickinson and seconded by Mayor Blais, Mr. Monroe adjourned the meeting at 12:19 p.m.

Respectfully submitted,
Charlene DiResta, Senior Legislative Office Specialist